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NEW ORLEANS COUNCIL ON AGING, INC.  
COMPREHENSIVE FINANCIAL STATEMENTS

June 30, 2000

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 01-10-01

*CASCIO, DAVIS & SCHMIDT, LLP*  
*Certified Public Accountants*

## **NEW ORLEANS COUNCIL ON AGING, INC.**

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**NEW ORLEANS COUNCIL ON AGING, INC.  
STATE FUNDED SENIOR CENTERS**

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**CD&S****CASCIO, DAVIS & SCHMIDT, LLP****CERTIFIED PUBLIC ACCOUNTANTS**

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MEMBERS  
AMERICAN INSTITUTE OF CERTIFIED  
PUBLIC ACCOUNTANTS  
SOCIETY OF LOUISIANA CERTIFIED  
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**INDEPENDENT AUDITOR'S REPORT**

The Board of Directors  
New Orleans Council on Aging, Inc.

We have audited the accompanying general purpose financial statements of the New Orleans Council on Aging, Inc. as of and for the year ended June 30, 2000. These general purpose financial statements are the responsibility of the New Orleans Council on Aging, Inc.'s management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit. The prior year summarized comparative information has been derived from the Corporation's 1999 financial statements and, in my report dated November 24, 1999, I expressed an unqualified opinion on those financial statements.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the New Orleans Council on Aging, Inc. as of June 30, 2000, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also issued a report dated November 22, 2000, on our consideration of New Orleans Council on Aging, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Our audit was performed for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying combining, and account group financial statements and schedules listed in the table of contents are presented for the purpose of additional analysis and are not a required part of the general purpose financial statements of the New Orleans Council on Aging, Inc. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U. S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and is not a required part of the general purpose financial statements. Such information has been subjected to the auditing procedures applied in the examination of the general purpose financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the general purpose financial statements taken as a whole.

*Cascio, Davis & Schmidt, LLP.*

Metairie, Louisiana  
November 22, 2000

NEW ORLEANS COUNCIL ON AGING, INC.

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

June 30, 2000

ASSETS

	GENERAL FUND	SPECIAL REVENUE FUND	GENERAL FIXED ASSETS	2000	1999
Cash, including certificates of deposit of \$10,483 (Note C)	\$ 202,532	\$ 470,699	\$ -	\$ 673,231	\$ 532,415
Receivables					
Grant (Note D)	-	183,440	-	183,440	48,099
Due from other funds	81,804	-	-	81,804	51,168
Other	3,485	2,621	-	6,106	12,173
Furniture and equipment - at cost (Note A9)	-	-	80,212	80,212	151,651
Total assets	\$ 287,821	\$ 656,760	\$ 80,212	\$ 1,024,793	\$ 795,506

LIABILITIES AND FUND BALANCE

Accounts payable and accrued liabilities	\$ 100,253	\$ 128,019	\$ -	\$ 228,272	\$ 198,861
Due to other funds	-	81,804	-	81,804	51,168
Due to funding sources	-	5,256	-	5,256	2,060
Fund balances					
Undesignated	187,568	441,681	-	629,249	391,766
Investment in general fixed assets	-	-	80,212	80,212	151,651
Total liabilities and fund balance	\$ 287,821	\$ 656,760	\$ 80,212	\$ 1,024,793	\$ 795,506

See accompanying notes to financial statements.



NEW ORLEANS COUNCIL ON AGING, INC.

COMBINED STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES-  
ALL GOVERNMENTAL FUND TYPES

For the year ended June 30, 2000

			TOTALS (Memorandum Only)	
	GENERAL FUND	SPECIAL REVENUE FUND	2000	1999
Revenues				
Intergovernmental (Note B)	\$ 208,893	\$ 3,867,326	\$ 4,076,219	\$ 3,990,870
Contributions	9,488	568,961	578,449	252,396
Interest income	7,265	32,855	40,120	30,935
Other	<u>29,815</u>	<u>-</u>	<u>29,815</u>	<u>24,660</u>
Total revenues	<u>255,461</u>	<u>4,469,142</u>	<u>4,724,603</u>	<u>4,298,861</u>
Expenditures				
Salaries	49,962	985,943	1,035,905	1,027,117
Fringe benefits	7,093	157,460	164,553	164,287
Travel	4,884	27,761	32,645	28,069
Operating services	13,815	188,318	202,133	194,178
Operating supplies	1,856	25,754	27,610	18,112
Other	4,721	322,152	326,873	315,528
Food costs	-	1,045,460	1,045,460	1,012,768
Capital outlay	-	37,401	37,401	3,020
Grants to subrecipients	-	1,399,531	1,399,531	1,337,149
Utility assistance	<u>-</u>	<u>204,920</u>	<u>204,920</u>	<u>247,173</u>
Total expenditures	<u>82,331</u>	<u>4,394,700</u>	<u>4,477,031</u>	<u>4,347,401</u>
Excess (deficiency) of revenues over expenditures	173,130	74,442	247,572	( 48,540)
Other financing sources (uses)				
Operating transfers in	-	1,372,565	1,378,815	1,411,482
Operating transfers out	<u>(151,885)</u>	<u>(1,220,680)</u>	<u>1,378,815</u>	<u>(1,411,482)</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	21,245	226,327	247,572	( 48,540)
Fund balance at July 1, 1999	166,323	225,443	391,766	454,019
Return of funds to funding source	<u>-</u>	<u>( 10,089)</u>	<u>( 10,089)</u>	<u>( 13,713)</u>
Fund balance at June 30, 2000	<u>\$ 187,568</u>	<u>\$ 441,681</u>	<u>\$ 629,249</u>	<u>\$ 391,766</u>

See accompanying notes to financial statements.

**NEW ORLEANS COUNCIL ON AGING, INC.**

**COMBINED STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE - BUDGET (GAAP BASIS)  
AND ACTUAL - GENERAL FUND TYPE**

**For the year ended June 30, 2000**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE - Favorable (Unfavorable)</u>
<b>Revenues</b>			
Intergovernmental (Note B)	\$ 208,893	\$ 208,893	\$ -
Contributions	-	9,488	9,488
Interest Income	8,000	7,265	( 735)
Other	<u>22,900</u>	<u>29,815</u>	<u>6,915</u>
Total revenues	<u>239,793</u>	<u>255,461</u>	<u>15,668</u>
<b>Expenditures</b>			
Salaries	57,537	49,962	7,575
Fringe benefits	11,626	7,093	4,533
Travel	3,500	4,884	( 1,384)
Operating services	12,927	13,815	( 888)
Operating supplies	3,100	1,856	1,244
Other	10,300	4,721	5,579
Capital outlay	<u>5,000</u>	<u>-</u>	<u>5,000</u>
Total expenditures	<u>103,990</u>	<u>82,331</u>	<u>21,659</u>
Excess (deficiency) of revenues over expenditures	135,803	173,130	37,327
Other financing sources (uses)			
Operating transfers in	-	-	-
Operating transfers out	<u>(163,712)</u>	<u>(151,885)</u>	<u>11,827</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	( 27,909)	21,245	\$ <u>49,154</u>
Fund balance at July 1, 1999	<u>166,000</u>	<u>166,323</u>	
Fund balance at June 30, 2000	\$ <u>138,091</u>	\$ <u>187,568</u>	

See accompanying notes to financial statements.

**NEW ORLEANS COUNCIL ON AGING, INC.**

**COMBINED STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE - BUDGET (GAAP BASIS)  
AND ACTUAL - SPECIAL REVENUE FUND TYPE**

**For the year ended June 30, 2000**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE - Favorable (Unfavorable)</u>
<b>Revenues</b>			
Intergovernmental (Note B)	\$ 3,935,438	\$ 3,867,326	\$ 68,112
Contributions	537,236	568,961	( 31,725)
Interest Income	<u>23,337</u>	<u>32,885</u>	<u>( 9,518)</u>
Total revenues	<u>4,496,011</u>	<u>4,469,142</u>	<u>26,869</u>
<b>Expenditures</b>			
Salaries	1,034,398	985,943	48,455
Fringe benefits	200,232	157,460	42,772
Travel	42,625	27,761	14,864
Operating services	178,427	188,318	( 9,891)
Operating supplies	25,708	25,754	( 46 )
Other	252,411	322,152	( 69,741)
Food cost	1,098,349	1,045,460	52,889
Capital outlay	42,176	37,401	4,775
Grants to subrecipients	1,426,512	1,399,531	26,981
Utility assistance	<u>283,135</u>	<u>204,920</u>	<u>78,215</u>
Total expenditures	<u>4,583,973</u>	<u>4,394,700</u>	<u>189,273</u>
Excess (deficiency) of revenues over expenditures	( 87,962)	74,442	(162,404)
Other financing sources (uses)			
Operating transfers in	1,386,111	1,372,565	13,546
Operating transfers out	<u>(1,166,942)</u>	<u>(1,220,680)</u>	<u>53,738</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	131,207	226,327	\$ <u>(95,120)</u>
Fund balance at July 1, 1999	441,681	225,443	
Return of funds to funding source	<u>-</u>	<u>( 10,089)</u>	
Fund balance at June 30, 2000	\$ <u>572,888</u>	\$ <u>441,681</u>	

See accompanying notes to financial statements.



**NEW ORLEANS COUNCIL ON AGING, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**June 30, 2000**

**NOTE A - SUMMARY OF ACCOUNTING POLICIES**

A summary of the Corporation's significant accounting policies consistently applied in the preparation of the accompanying general purpose financial statements follows:

**1. Financial Reporting Entity**

The New Orleans Council on Aging, Inc. ("Council") is a non-profit corporation which complies with the policies and regulations established by the Governor's Office of Elderly Affairs.

The primary function of the New Orleans Council on Aging, Inc. is to improve the quality of life for the Parish's elderly and to provide services to the elderly, as well as coordinate and monitor the services of other local agencies serving the aging people of the Parish. Such services include providing meals, information and assistance services, legal assistance, homemaker services, operating senior centers, residential repair, home health care, job training and education, and utility assistance.

The accompanying general purpose financial statements present all Federal, State and City funding programs operated by the New Orleans Council on Aging, Inc. for the year ended June 30, 2000.

**2. Basis of Presentation - Fund Accounting**

The accounts of the Council are organized on the basis of funds or account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues and expenditures or expenses as appropriate. The various funds are summarized by type in the financial statements. The following fund types and account groups are used by the Council.

**Governmental Fund Types**

**General Fund** - The General Fund is the general operating fund of the Council. It is used to account for all financial resources not accounted for in other funds.

**Special Revenue Funds** - Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

**Account Group**

**General Fixed Assets Group** - The general fixed assets account group is used to account for the general fixed assets of the Council.

**NEW ORLEANS COUNCIL ON AGING, INC.**

**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2000**

**NOTE A - SUMMARY OF ACCOUNTING POLICIES - CONTINUED**

**3. Basis of Accounting**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental fund types are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financial uses) in net current assets.

**4. Revenue Recognition**

For financial reporting, the General Fund, Title III B Program, Title III (CI) Congregate Meal Program, Title III (C2) Home Delivered Meals Programs, Title III D Program, Title III F - Frail, Elderly Assistance, Prevention Fraud and Abuse in Health Care Programs, State Funded Senior Center Programs, and State Funds recognize revenue on a pro-rata basis of its approved budget. Retired Senior Volunteer Program (RSVP), Senior Companion Program (SCP), Louisiana Stadium and Exposition District, Helping Hands Program, Energy Assistance Program and Elderly Victims of Crime recognize revenue as received. The Job Training Partnership Act Program, and the CDBG Entitlement Grant recognize revenue on a cost reimbursement basis.

**5. Subcontract and Provider Cash**

The agency subcontracts with other organizations to provide services to the elderly; for example, senior center programs. The cost of such programs is shown in accordance with the budgetary requirements as filed with its funding source. The excess costs to administer these services by the subcontractor or provider are the responsibility of the organization and such excess costs are not reflected on these general purpose financial statements. The New Orleans Council on Aging, Inc. only reflects the subcontractor or provider costs to the extent of the contract amount.

**6. Transfers**

Advances between funds which are not expected to be repaid are accounted for as transfers. In those cases where repayment is expected, advances are accounted for through various Due From and Due To accounts.

**7. Budget Policy**

The budgets for the various programs are prepared by the Council and approved by the grantor of the funds for each respective program where appropriate. Expenditures cannot legally exceed appropriations on an individual fund level.

**NEW ORLEANS COUNCIL ON AGING, INC.**

**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2000**

**NOTE A - SUMMARY OF ACCOUNTING POLICIES - CONTINUED**

**8. Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**9. Total Columns of Combined Statements - Overview**

Total columns on the combined statements - overview are captioned "Memorandum Only" to indicate that they are presented only to assist with financial analysis. Data in these columns do not present financial position, results of operations or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

**10. Fixed Assets**

Fixed assets are stated at historical costs or estimated historical cost, if actual historical cost is not available. Donated fixed assets are stated at their estimated fair market value on the date donated. No depreciation has been provided on general fixed assets.

**11. Annual and Sick Leave**

The Council's liability for accumulated unpaid vacation has been recorded as an expenditure and liability in the general fund. These amounts are recorded as general fund expenditures in the year the employer becomes vested. The Council's sick leave policy does not provide for the vesting of sick leave.

**NOTE B - REVENUE RECOGNITION - INTERGOVERNMENTAL GRANTS, PUBLIC SUPPORT, AND MISCELLANEOUS REVENUES**

**1. Intergovernmental Grants**

Intergovernmental grant revenues are recorded in governmental funds as revenues in the accounting period when they become susceptible to accrual, that is measurable and available (modified accrual basis). Intergovernmental grants do not allow the Council to recognize revenue under the grant award until actual costs are incurred or units of service are provided. Senior Center, Prevention Fraud and Abuse, State Allocation (Act 735), Title III B, C -1, C -2, D and F funds are received as a monthly allocation of the total grant in advance of the actual expenditures, but are not susceptible to accrual as revenue until the actual expenditures are made. JTPA, CDBG, Title IV, and Audit funds are also recognized as revenue once the related cost has been incurred, and the grant reimbursement is measurable and available. Louisiana Stadium and Exposition District funds are recognized as received.

U.S.D.A. program funds are earned and become susceptible to accrual basis upon the number of units provided to program participants and are recorded as revenues at that time.

**NEW ORLEANS COUNCIL ON AGING, INC.**

**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2000**

**NOTE B - REVENUE RECOGNITION - INTERGOVERNMENTAL GRANTS, PUBLIC SUPPORT, AND MISCELLANEOUS REVENUES - CONTINUED**

**2. Public Support and Miscellaneous Revenues**

The Council encourages and received contributions from clients to help offset the costs of the Title III-B, C-1 and C-2 programs. Utility assistance funds are provided from public donations sponsored by Entergy, Inc. The timing and amounts of the receipts of public support and miscellaneous revenues are difficult to predict, therefore, they are not susceptible to accrual and are recorded as revenue in the period received.

**3. Summary of Intergovernmental Revenue**

<u>GRANTS</u>	<u>GRANT PERIOD</u>	<u>GRANT AWARD</u>	<u>INTERGOVERNMENTAL REVENUE RECOGNIZED</u>
<b><u>General Fund</u></b>			
City of New Orleans	01/01/99-12/31/99	\$ 140,000	\$ 70,000
	01/01/00-12/31/00	140,000	70,000
Governor's Office of Elderly Affairs			
Act 735 PCOA	07/01/99-06/30/00	68,893	<u>68,893</u>
Total general funds			<u>\$ 208,893</u>

**Special Revenue Funds**

**Governor's Office of Elderly Affairs**

AAA Administration	07/01/99-06/30/00	\$ 136,509	\$ 136,509
Title III B Supportive Services		590,371	590,371
Title III (C1) Congregate Meals Programs		600,062	600,062
Title III (C2) Home Delivered Meals Programs		305,702	305,702
Title III D In-Home Services		15,193	15,193
Audit Funds		12,817	12,817
Senior Centers		335,400	335,400
Miscellaneous grants		921,800	906,800
USDA		275,000	255,814
Title III F - Frail, Elderly Assistance		24,161	23,372
Prevention Fraud and Abuse in Health Care Programs		10,000	10,000
Community Volunteer Association		86,214	86,214
Senior Companion Program Match		19,253	19,253
Retired Senior Volunteer Program Match		25,196	25,196



**NEW ORLEANS COUNCIL ON AGING, INC.**

**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2000**

**NOTE B - REVENUE RECOGNITION - INTERGOVERNMENTAL GRANTS, PUBLIC SUPPORT,  
AND MISCELLANEOUS REVENUES - CONTINUED**

**3. Summary of Intergovernmental Revenue -Continued**

<u>GRANTS</u>	<u>GRANT PERIOD</u>	<u>GRANT AWARD</u>	<u>INTERGOVERNMENTAL REVENUE RECOGNIZED</u>
<u>Louisiana Department of Labor</u>			
Job Training Partnership Act	07/01/99-06/30/00	\$ 118,916	\$ 117,721
<u>Action</u>			
Retired Senior Volunteer Program	09/30/98-09/29/99	58,582	1,779
Retired Senior Volunteer Program	09/30/99-09/29/00	81,439	52,203
Senior Companion Program	04/01/99-03/31/00	236,793	178,993
Senior Companion Program	04/01/00-03/31/01	242,629	48,927
<u>City of New Orleans</u>			
CDBG Entitlement Grant	01/01/00-08/31/00	30,000	30,000
<u>Louisiana Stadium &amp; Exposition District</u>			
	03/22/00-03/21/01	115,000	<u>115,000</u>
Total special revenue funds			\$ <u>3,867,326</u>

**NOTE C - CASH**

The Council's funds are required to be deposited and invested under the terms established by the Governor's Office of Elderly Affairs. The depository bank deposits for safekeeping and trust with the Council's third party agent approved pledged securities in an amount sufficient to protect the Council funds on a day-to-day basis. The council may at its own discretion, invest funds in time deposits and certificates of deposit at interest rates approximating United States Treasury Bill rates.

At June 30, 2000, the carrying amount of the Council's deposits (cash and certificates of deposit) was \$673,231, and the bank balance was \$865,666. The entire bank balance throughout the year was covered by federal depository insurance or by collateral held by the Council's agent in the Council's name.



**NEW ORLEANS COUNCIL ON AGING, INC.**

**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2000**

**NOTE D - GRANT RECEIVABLES**

Grant receivables consists of reimbursements for expenses incurred under the following programs as of June 30, 2000.

<u>Programs</u>	<u>Special Revenue Fund</u>
City of New Orleans	\$ 30,000
Governor's Office of Elderly Affairs	15,318
Job Training Partnership Act	25,332
USDA Grant	44,338
Corporation for National Services	<u>68,452</u>
Total grant receivable	\$ <u>183,440</u>

**NOTE E - CHANGES IN GENERAL FIXED ASSETS**

A summary of changes in general fixed assets follows:

	<u>Furniture Office and Equipment</u>	<u>Transportation Equipment</u>	<u>Total</u>
Balance at July 1, 1999	\$ 125,386	\$ 26,265	\$ 151,651
Acquisitions	28,340	-	28,340
Retirements	( 85,684)	(14,095)	(99,779)
Balance at June 30, 2000	\$ <u>68,042</u>	\$ <u>12,170</u>	\$ <u>80,212</u>

**NOTE F - RENTAL EXPENSE**

The rental expense for the administrative offices for the year ended June 30, 2000 totaled \$75,834. The rental expense for the programs administered directly by the New Orleans Council on Aging, Inc., excluding the State Funded Senior Center Program flow through funds, totaled \$11,988 for the year ended June 30, 2000.

The administrative offices are leased under an operating lease expiring August, 2001. The future minimum lease payments are as follows:

<u>Year ended June 30,</u>	
2000	\$ 64,084
2001	<u>10,681</u>
	\$ <u>74,765</u>

**NEW ORLEANS COUNCIL ON AGING, INC.**

**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2000**

**NOTE G - EMPLOYEE RETIREMENT PLAN**

Effective July 1, 1990 the New Orleans on Aging, Inc. began providing retirement benefits to all of its employees through a defined contribution plan. In a defined contribution plan, benefits depend solely on amounts contributed to the plan, plus investment earnings. Employees are eligible to participate upon completion of one year of service and attainment of age 21. The formula for determining employee contributions is determined each Plan Year by a resolution of the Board of Directors. The Council's contribution for each employee are fully vested after five years of service. Voluntary employee contributions are not permitted.

The Council's total payroll in the fiscal year ended June 30, 2000 was \$1,028,011. The Council's contributions were calculated by using the base salary amount of \$841,546. The Council made a 6% contribution on behalf of the Council's employees which totaled \$50,493.

**NOTE H - INCOME TAXES**

The corporation is exempt from corporate income taxes under Section 501(c)(3) of the Internal Revenue Code.

**NOTE I - PRIOR YEAR FINANCIAL INFORMATION**

The amounts shown for June 30, 1999 in the accompanying Balance Sheet, and Statement of Revenue and Expenses and Changes in Fund Balance are included to provide a basis for comparison with June 30, 2000 and present summarized totals only. Accordingly, the June 30, 1999 amounts are not intended to present all information necessary for a fair presentation in accordance with generally accepted accounting principles.

**NOTE J - BOARD OF DIRECTORS' COMPENSATION**

The Board of Directors is a voluntary board; therefore, no compensation has been paid to any member.

**NOTE K - FEDERALLY ASSISTED PROGRAMS**

The council participates in a number of federally assisted programs. These programs are audited in accordance with the Single Audit Act Amendments of 1996. Audits of prior years have not resulted in any disallowed costs; however, grantor agencies may provide for further examinations. Based on prior experience, the Council's management believes that further examinations would not result in any significant disallowed costs.

In accordance with the Single Audit Act Amendments of 1996, and the Office of Management and Budget Circular A-133, a schedule of federal awards is presented.

**NEW ORLEANS COUNCIL ON AGING, INC.**  
**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**June 30, 2000**

**NOTE L - ECONOMIC DEPENDENCY**

The Council received the majority of its revenue from funds provided through grants administered by the Louisiana Governor's Office of Elderly Affairs. The grant amounts are appropriated each year by the federal and state governments. If significant budget cuts are made at the federal and/or state level, the amount of the funds the Council receives could be reduced significantly and have an adverse impact on its operations. At the time of completion of the examination of the agency's general purpose financial statements, management was not aware of any actions taken that would have a material adverse affect on the amount of funds the Council will receive in the next fiscal year.

## **SUPPLEMENTAL INFORMATION**

**NEW ORLEANS COUNCIL ON AGING, INC.**

**COMBINING STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES - GENERAL FUND**

**For the year ended June 30, 2000**

	<u>ACT 735</u> <u>PCOA</u>	<u>GENERAL</u> <u>ACCOUNT</u>	<u>TOTAL</u>
<b>Revenues</b>			
Intergovernmental			
Governor's Office of Elderly Affairs	\$ 68,893	\$ -	\$ 68,893
City of New Orleans	-	140,000	140,000
Contributions	-	9,488	9,488
Interest income	-	7,265	7,265
Other	-	<u>29,815</u>	<u>29,815</u>
Total revenues	<u>68,893</u>	<u>186,568</u>	<u>255,461</u>
<b>Expenditures</b>			
Salaries	-	49,962	49,962
Fringe Benefits	-	7,093	7,093
Travel	174	4,710	4,884
Operating services	3,413	10,402	13,815
Operating supplies	1,119	737	1,856
Other	-	<u>4,721</u>	<u>4,721</u>
Total expenditures	<u>4,706</u>	<u>77,625</u>	<u>82,331</u>
Excess of revenues over expenditures	64,187	108,943	173,130
Other financing sources (uses)			
Operating transfers out	<u>(64,187)</u>	<u>(87,698)</u>	<u>(151,885)</u>
Excess of revenues and other uses over expenditures	-	21,245	21,245
Fund balance at July 1, 1999	<u>-</u>	<u>166,323</u>	<u>166,323</u>
Fund Balance at June 30, 2000	\$ <u>-</u>	\$ <u>187,568</u>	\$ <u>187,568</u>



NEW ORLEANS COUNCIL ON AGING, INC.

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE-  
SPECIAL REVENUE FUNDS

For the year ended June 30, 2000

	TITLE III (C1) CONGREGATE MEALS PROGRAM	TITLE III (C2) HOME DELIVERED MEALS PROGRAM	TITLE III (C1) ADMINISTRATION	TITLE III B SUPPORTIVE SERVICES	AUDIT FUNDS	ADMINISTRATIVE SEED FUNDS
Revenues						
Intergovernmental						
Governor's Office of Elderly Affairs	\$ 600,062	\$ 305,702	\$ 136,509	\$ 590,371	\$ 12,817	\$ -
City of New Orleans	-	-	-	-	-	-
Corporation for National Service	-	-	-	-	-	-
Louisiana Department of Labor	-	-	-	-	-	-
Louisiana Stadium and Exposition District	-	-	-	-	-	-
Participant contributions	70,189	11,080	-	45	-	-
Contributions	-	42,250	-	-	-	-
Interest income	-	-	16,967	-	-	-
	<u>670,251</u>	<u>359,032</u>	<u>153,476</u>	<u>590,416</u>	<u>12,817</u>	<u>-</u>
Expenditures						
Salaries	133,379	103,774	164,316	333,377	-	-
Fringe benefits	21,786	9,462	28,926	57,542	-	-
Travel	4,763	297	3,071	12,503	-	-
Operating services	21,960	9,289	65,867	23,772	19,200	-
Operating supplies	947	1,169	6,571	1,462	-	-
Other costs	130	55,097	6,012	100	-	-
Food costs (Note)	487,286	493,824	-	-	-	-
Capital outlay	-	-	4,606	-	-	-
Grants to subrecipients	-	-	-	161,660	-	-
Utility assistance	-	-	-	-	-	-
	<u>670,251</u>	<u>672,912</u>	<u>279,369</u>	<u>590,416</u>	<u>19,200</u>	<u>-</u>
Excess (deficiency) of revenues over expenditures	-	(313,880)	(125,893)	-	( 6,383)	-
Other financing sources (uses)	-	-	-	-	-	-
Operating transfers in	-	313,880	125,893	-	6,383	-
Operating transfers out	-	-	-	-	-	-
Excess (deficiency) of revenues and other sources over expenditures and other uses	-	-	-	-	-	-
Fund balance at July 1, 1999	-	-	-	-	-	1,000
Return of funds to funding sources	-	-	-	-	-	-
Fund balance at June 30, 2000	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000</u>

Note: Food costs consist of the following:

Raw food	\$ 253,389
Other	<u>233,897</u>
	<u>\$ 487,286</u>

	\$ 256,788
	<u>237,036</u>
	<u>\$ 493,824</u>

NEW ORLEANS COUNCIL ON AGING, INC.

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE-  
SPECIAL REVENUE FUNDS - Continued

For the year ended June 30, 2000

	TITLE III F FRAIL, ELDERLY ASSISTANCE	HELPING HANDS PROGRAM	MEDICAL ASSISTANCE	USDA PROGRAM	JOB TRAINING PARTNERSHIP ACT PROGRAM	SENIOR CENTER PROGRAM
<b>Revenues</b>						
Intergovernmental						
Governor's Office of Elderly Affairs	\$ 23,372	\$ -	\$ -	\$ 255,814	\$ -	\$ 335,400
City of New Orleans	-	-	-	-	-	-
Corporation for National Service	-	-	-	-	-	-
Louisiana Department of Labor	-	-	-	-	117,721	-
Louisiana Stadium and Exposition District	-	-	-	-	-	-
Participant contributions	-	-	-	-	-	-
Contributions	-	128,381	-	-	-	-
Interest income	-	8,978	-	-	-	-
	<u>23,372</u>	<u>137,359</u>	<u>-</u>	<u>255,814</u>	<u>117,721</u>	<u>335,400</u>
<b>Expenditures</b>						
Salaries	-	-	-	-	-	61,756
Fringe benefits	-	-	-	-	54,480	6,673
Travel	-	-	-	-	9,367	1,904
Operating services	-	-	-	-	1,078	25,366
Operating supplies	7,797	-	-	-	12,380	5,215
Other costs	15,575	-	-	-	215	573
Food costs	-	-	-	-	43,762	-
Capital outlay	-	-	-	-	-	-
Grants to subrecipients	-	-	-	-	-	-
Utility assistance	-	-	-	-	-	1,156,638
	<u>23,372</u>	<u>19,807</u>	<u>-</u>	<u>-</u>	<u>121,282</u>	<u>1,258,125</u>
Excess (deficiency) of revenues over expenditures	-	117,552	-	255,814	( 3,561)	( 922,725)
Other financing sources (uses)	-	-	-	-	3,561	922,725
Operating transfers in	-	-	-	-	-	-
Operating transfers out	-	-	-	(213,880)	-	-
	-	117,552	-	41,934	-	-
Excess (deficiency) of revenues and other sources over expenditures and other uses	-	110,633	10,209	16,122	-	-
Fund balance at July 1, 1999	10,089	-	-	-	-	-
Return of funds to funding sources	(10,089)	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 228,185</u>	<u>\$ 10,209</u>	<u>\$ 58,056</u>	<u>\$ -</u>	<u>\$ -</u>
Fund balance at June 30, 2000						

NEW ORLEANS COUNCIL ON AGING, INC.

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE-  
SPECIAL REVENUE FUNDS

For the year ended June 30, 2000

	TITLE III D IN HOME SERVICES	RETIRED SENIOR VOLUNTEER PROGRAM	SPECIAL PROJECT	SENIOR COMPANION PROGRAM	MISCELLANEOUS GRANT FUNDS	ENERGY ASSISTANCE PROGRAM
<b>Revenues</b>						
Intergovernmental						
Governor's Office of Elderly Affairs	\$ 15,193	\$ 25,196	\$ -	\$ 19,253	\$ 906,800	\$ -
City of New Orleans	-	-	-	-	-	-
Corporation for National Service	-	53,982	-	227,920	-	-
Louisiana Department of Labor	-	-	-	-	-	-
Louisiana Stadium and Exposition District	-	-	-	-	-	-
Participant contributions	-	-	-	-	-	-
Contributions	-	200	-	150	-	166,666
Interest income	-	1,557	-	1,957	-	3,396
	<u>15,193</u>	<u>80,935</u>	<u>-</u>	<u>249,280</u>	<u>906,800</u>	<u>170,062</u>
<b>Expenditures</b>						
Salaries	10,441	62,594	-	49,984	-	-
Fringe benefits	3,185	9,867	-	9,286	-	-
Travel	318	2,507	-	1,339	-	-
Operating services	1,372	4,277	-	3,922	-	913
Operating supplies	-	719	-	175	-	-
Other costs	-	9,151	-	191,752	-	-
Food costs	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-
Grants to subrecipients	-	-	-	-	-	-
Utility assistance	-	-	-	-	-	-
	<u>15,316</u>	<u>89,115</u>	<u>-</u>	<u>256,458</u>	<u>-</u>	<u>185,113</u>
Excess (deficiency) of revenues over expenditures	( 123)	( 8,180)	-	( 7,178)	906,800	( 15,964)
Other financing sources (uses)						
Operating transfers in	123	-	-	-	-	-
Operating transfers out	-	-	-	-	(906,800)	-
Excess (deficiency) of revenues and other sources over expenditures and other uses	-	( 8,180)	-	( 7,178)	-	( 15,964)
Fund balance at July 1, 1999	-	26,055	283	( 6,507)	-	57,559
Return of funds to funding sources	-	-	-	-	-	-
Fund balance at June 30, 2000	<u>\$ -</u>	<u>\$ 17,875</u>	<u>\$ 283</u>	<u>\$ ( 13,685)</u>	<u>\$ -</u>	<u>\$ 41,595</u>

NEW ORLEANS COUNCIL ON AGING, INC.

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE-  
SPECIAL REVENUE FUNDS - Continued

For the year ended June 30, 2000

	COMMUNITY DEVELOPMENT BLOCK GRANT	PREVENTION FRAUD AND ABUSE IN HEALTH CARE PROGRAMS	PHILIP MORRIS	LOUISIANA STADIUM AND EXPOSITION DISTRICT	COMMUNITY VOLUNTEER ASSOCIATION	TOTAL
<b>Revenues</b>						
Intergovernmental						
Governor's Office of Elderly Affairs	\$ -	\$ 10,000	\$ -	\$ -	\$ 86,214	\$ 3,322,703
City of New Orleans	30,000	-	-	-	-	30,000
Corporation for National Service	-	-	-	-	-	281,902
Louisiana Department of Labor	-	-	-	-	-	117,721
Louisiana Stadium and Exposition District	-	-	-	115,000	-	115,000
Participant contributions	-	-	-	-	-	81,314
Contributions	-	-	150,000	-	-	487,647
Interest income	-	-	-	-	-	32,855
	<u>30,000</u>	<u>10,000</u>	<u>150,000</u>	<u>115,000</u>	<u>86,214</u>	<u>4,469,142</u>
<b>Expenditures</b>						
Salaries	-	2,000	-	9,842	-	985,943
Fringe benefits	-	-	-	1,366	-	157,460
Travel	-	-	-	-	-	27,780
Operating services	-	-	-	-	-	188,318
Operating supplies	-	1,484	-	-	-	25,754
Other costs	-	-	-	-	-	322,152
Food costs	-	-	-	34,350	-	1,045,460
Capital outlay	30,000	-	-	21,279	5,000	37,401
Grants to subrecipients	-	6,516	-	-	81,214	1,399,512
Utility assistance	-	-	-	-	-	204,920
	<u>30,000</u>	<u>10,000</u>	<u>-</u>	<u>66,837</u>	<u>86,214</u>	<u>4,394,700</u>
Excess (deficiency) of revenues over expenditures	-	-	150,000	48,163	-	74,442
Other financing sources (uses)	-	-	-	-	-	1,372,565
Operating transfers in	-	-	(100,000)	-	-	(1,220,680)
Operating transfers out	-	-	-	-	-	-
Excess (deficiency) of revenues and other sources over expenditures and other uses	-	-	50,000	48,163	-	226,327
Fund balance at July 1, 1999	-	-	-	-	-	225,443
Return of funds to funding sources	-	-	-	-	-	(10,089)
Fund balance at June 30, 2000	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,000</u>	<u>\$ 48,163</u>	<u>\$ -</u>	<u>\$ 441,681</u>

**NEW ORLEANS COUNCIL ON AGING, INC.**

**STATEMENT OF EXPENDITURES  
COMPARED TO BUDGET -  
GENERAL FUNDS**

**For the year ended June 30, 2000**

	<u>Budget</u>	<u>Actual Expenditures</u>	<u>Actual (Over) Under Budgeted Expenditures</u>
<b><u>Act 735-POCA</u></b>			
Travel	\$ 200	\$ 174	\$ 26
Operating services	3,050	3,413	( 363)
Operating supplies	1,100	1,119	( 19)
Transfers - out	<u>64,543</u>	<u>64,187</u>	<u>356</u>
	<u>\$ 68,893</u>	<u>\$ 68,893</u>	<u>\$ -</u>
 <b><u>General Account</u></b>			
Salaries	\$ 57,537	\$ 49,962	\$ 7,575
Fringe Benefits	11,626	7,093	4,533
Travel	3,300	4,710	( 1,410)
Operating services	9,877	10,402	( 525)
Operating supplies	2,000	737	1,263
Other costs	10,300	4,721	5,579
Capital outlay	5,000	-	5,000
Transfers - out	<u>99,169</u>	<u>87,698</u>	<u>11,471</u>
	<u>\$ 198,809</u>	<u>\$ 165,323</u>	<u>\$ 33,486</u>



**NEW ORLEANS COUNCIL ON AGING, INC.**

**STATEMENT OF EXPENDITURES  
COMPARED TO BUDGET -  
SPECIAL REVENUE FUNDS**

**For the year ended June 30, 2000**

	<u>Budget</u>	<u>Actual Expenditures</u>	<u>Actual (Over) Under Budgeted Expenditures</u>
<b><u>Title III B - Supportive Services</u></b>			
Salaries	\$ 338,602	\$ 333,377	\$ 5,225
Fringes	61,487	57,542	3,945
Travel	11,575	12,503	( 928)
Operating services	22,190	23,772	( 1,582)
Operating supplies	2,150	1,462	688
Other costs	150	100	50
Grants to subrecipients	<u>161,660</u>	<u>161,660</u>	-
	<u>\$ 597,814</u>	<u>\$ 590,416</u>	<u>\$ 7,398</u>
<b><u>AAA Administration</u></b>			
Salaries	\$ 167,531	\$ 164,316	\$ 3,215
Fringe Benefits	31,511	28,926	2,585
Travel	2,500	3,071	( 571)
Operating services	57,164	65,867	( 8,703)
Operating supplies	7,250	6,571	679
Other costs	4,300	6,012	( 1,712)
Capital outlay	<u>5,300</u>	<u>4,606</u>	<u>694</u>
	<u>\$ 275,556</u>	<u>\$ 279,369</u>	<u>\$ ( 3,813)</u>
<b><u>Audit Funds</u></b>			
Operating services	<u>\$ 19,200</u>	<u>\$ 19,200</u>	<u>\$ -</u>
<b><u>Community Volunteer Association</u></b>			
Capital outlay	\$ 5,000	\$ 5,000	\$ -
Grants to subrecipients	<u>81,214</u>	<u>81,214</u>	-
	<u>\$ 86,214</u>	<u>\$ 86,214</u>	<u>\$ -</u>
<b><u>Louisiana Stadium &amp; Exposition District</u></b>			
Salaries	\$ 48,942	\$ 9,842	\$ 39,100
Fringe benefits	5,322	1,366	3,956
Food costs	34,350	34,350	-
Capital outlay	<u>26,386</u>	<u>21,279</u>	<u>5,107</u>
	<u>\$ 115,000</u>	<u>\$ 66,837</u>	<u>\$ 48,163</u>

**NEW ORLEANS COUNCIL ON AGING, INC.**

**STATEMENT OF EXPENDITURES  
COMPARED TO BUDGET -  
SPECIAL REVENUE FUNDS - Continued**

**For the year ended June 30, 2000**

	<u>Budget</u>	<u>Expenditures</u>	<u>Actual (Over) Under Actual Budgeted Expenditures</u>
<b><u>Title III (C1) - Congregate Meals</u></b>			
Salaries	\$ 133,626	\$ 133,379	\$ 247
Fringes	22,397	21,786	611
Travel	4,900	4,763	137
Operating services	20,488	21,960	( 1,472)
Operating supplies	950	947	3
Other costs	130	130	-
Food costs	<u>495,680</u>	<u>487,286</u>	<u>8,394</u>
	<u>\$ 678,171</u>	<u>\$ 670,251</u>	<u>\$ 7,920</u>
<b><u>Title III (C2) - Home Delivered Meals</u></b>			
Salaries	\$ 105,544	\$ 103,774	\$ 1,770
Fringes	9,691	9,462	229
Travel	500	297	203
Operating services	11,590	9,289	2,301
Operating supplies	1,200	1,169	31
Other costs	56,000	55,097	903
Food costs	<u>518,319</u>	<u>493,824</u>	<u>24,495</u>
	<u>\$ 702,844</u>	<u>\$ 672,912</u>	<u>\$ 29,932</u>
<b><u>Senior Center Program</u></b>			
Salaries	\$ 60,795	\$ 61,756	\$ ( 961)
Fringes	6,833	6,673	160
Travel	1,000	1,904	( 904)
Operating services	23,048	25,366	( 2,318)
Operating supplies	3,600	5,215	( 1,615)
Other costs	560	573	( 13)
Food costs	<u>1,183,638</u>	<u>1,156,638</u>	<u>27,000</u>
	<u>\$ 1,279,474</u>	<u>\$ 1,258,125</u>	<u>\$ 21,349</u>
<b><u>Community Development Block Grant</u></b>			
Food cost	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ -</u>
<b><u>Prevention Fraud and Abuse in Health Care Programs</u></b>			
Salaries	\$ 2,500	\$ 2,000	\$ 500
Operating supplies	2,500	1,484	1,016
Capital outlay	<u>5,000</u>	<u>6,516</u>	<u>( 1,516)</u>
	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ -</u>

**NEW ORLEANS COUNCIL ON AGING, INC.**

**STATEMENT OF EXPENDITURES  
COMPARED TO BUDGET -  
SPECIAL REVENUE FUNDS - Continued**

**For the year ended June 30, 2000**

	<u>Budget</u>	<u>Actual Expenditures</u>	<u>Actual (Over) Under Budgeted Expenditures</u>
<b><u>Job Training Partnership Act</u></b>			
Administration	\$ 11,604	\$ 13,566	\$ ( 1,962)
Direct training	<u>104,432</u>	<u>107,716</u>	<u>( 3,284)</u>
	<u>\$ 116,036</u>	<u>\$ 121,282</u>	<u>\$ ( 5,246)</u>
<b><u>Title III D - In-House Services</u></b>			
Salaries	\$ 12,963	\$ 10,441	\$ 2,522
Fringes	1,808	3,185	( 1,377)
Travel	350	318	32
Operating services	<u>637</u>	<u>1,372</u>	<u>( 735)</u>
	<u>\$ 15,758</u>	<u>\$ 15,316</u>	<u>\$ 442</u>
<b><u>USDA</u></b>			
Transfers - out	<u>\$ 245,142</u>	<u>\$ 213,880</u>	<u>\$ 31,262</u>
<b><u>Miscellaneous Grant</u></b>			
Transfers - out	<u>\$ 921,800</u>	<u>\$ 906,800</u>	<u>\$ 15,000</u>
<b><u>Energy Assistance Program</u></b>			
Salaries	\$ 10,400	\$ -	\$ 10,400
Fringe benefits	1,451	-	1,451
Operating services	136	913	( 777)
Utility assistance	<u>163,135</u>	<u>185,113</u>	<u>(21,978)</u>
	<u>\$ 175,122</u>	<u>\$ 186,026</u>	<u>\$ (10,904)</u>
<b><u>Title III F - Frail, Elderly Assistance</u></b>			
Operating supplies	\$ 7,021	\$ 7,797	\$ ( 776)
Other costs	16,650	15,575	1,075
Capital outlay	<u>490</u>	<u>-</u>	<u>490</u>
	<u>\$ 24,161</u>	<u>\$ 23,372</u>	<u>\$ 789</u>

NEW ORLEANS COUNCIL ON AGING, INC.

STATEMENT OF EXPENDITURES  
FOR TITLE III B - SUPPORTIVE SERVICES

Year ended June 30, 2000

	<u>Case Management</u>	<u>Outreach</u>	<u>Information And Assistance</u>	<u>Health</u>			<u>Homemakers</u>	<u>Home Health Aide- Medical Team</u>	<u>Total</u>
				<u>Advocacy Center</u>	<u>Facilitation - New Orleans Dental Clinic</u>	<u>Residential Repairs- VOA</u>			
Salaries	\$ 7,600	\$ 41,413	\$ 115,415	\$ -	\$ -	\$ -	\$ 168,949	\$ -	\$ 333,377
Fringes	1,050	10,743	18,415	-	-	-	27,334	-	57,542
Travel	-	2,586	2,946	-	-	-	6,971	-	12,503
Operating services	1,075	3,881	6,135	-	-	-	12,681	-	23,772
Operating supplies	-	576	580	-	-	-	306	-	1,462
Other costs	-	35	65	-	-	-	-	-	100
Grants to subrecipients	<u>\$ 9,725</u>	<u>\$ 59,234</u>	<u>\$ 143,556</u>	<u>\$ 39,050</u>	<u>\$ 54,890</u>	<u>\$ 17,600</u>	<u>\$ 216,241</u>	<u>\$ 50,120</u>	<u>\$ 590,416</u>

NEW ORLEANS COUNCIL ON AGING, INC.

STATEMENT OF STATE FUNDED SENIOR CENTER EXPENDITURES

Year ended June 30, 2000

Expenditures	Senior Center Coordinator	Arthur Monday	Carrollton- Hollygrove	Lakeside Shepherd	Reality House	Central City
Salaries	\$ 23,905	\$ 37,851	\$ -	\$ -	\$ -	\$ -
Fringe benefits	2,263	4,410	-	-	-	-
Travel	1,852	52	-	-	-	-
Operating services	5,243	20,123	-	-	-	-
Operation supplies	60	5,155	-	-	-	-
Other costs	-	573	-	-	-	-
Grants to subrecipients	-	-	154,628	55,419	55,543	84,292
Total expenses	\$ 33,323	\$ 68,164	\$ 154,628	\$ 55,419	\$ 55,543	\$ 84,292



NEW ORLEANS COUNCIL ON AGING, INC.

STATEMENT OF STATE FUNDED SENIOR CENTER EXPENDITURES - Continued

Year ended June 30, 2000

Expenditures	Gordon Plaza	Kingsley House	Uptown Shepherd	E. J. Morris	Ambrose Hubbs	Lower Algiers
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe benefits	-	-	-	-	-	-
Travel	-	-	-	-	-	-
Operating services	-	-	-	-	-	-
Operation supplies	-	-	-	-	-	-
Other costs	-	-	-	-	-	-
Grants to subrecipients	<u>68,444</u>	<u>26,885</u>	<u>58,886</u>	<u>129,960</u>	<u>51,447</u>	<u>80,530</u>
Total expenses	\$ <u>68,444</u>	\$ <u>26,885</u>	\$ <u>58,886</u>	\$ <u>129,960</u>	\$ <u>51,447</u>	\$ <u>80,530</u>

NEW ORLEANS COUNCIL ON AGING, INC.

STATEMENT OF STATE FUNDED SENIOR CENTER EXPENDITURES - Continued

Year ended June 30, 2000

Expenditures	St. John The Baptist	Treme/ Harmony House	Seventh Ward	Piolet Land	Our Lady Of Lourdes
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe benefits	-	-	-	-	-
Travel	-	-	-	-	-
Operating services	-	-	-	-	-
Operation supplies	-	-	-	-	-
Other costs	-	-	-	-	-
Grants to subrecipients	<u>37,804</u>	<u>60,000</u>	<u>49,688</u>	<u>57,112</u>	<u>6,000</u>
Total expenses	<u>\$ 37,804</u>	<u>\$ 60,000</u>	<u>\$ 49,688</u>	<u>\$ 57,112</u>	<u>\$ 6,000</u>

NEW ORLEANS COUNCIL ON AGING, INC.

STATEMENT OF STATE FUNDED SENIOR CENTER EXPENDITURES - Continued

Year ended June 30, 2000

Expenditures	<u>Washington Action</u>	<u>Holy Ghost</u>	<u>Milan</u>	<u>Audubon</u>	<u>Total</u>
Salaries	\$ -	\$ -	\$ -	\$ -	\$ 61,756
Fringe benefits	-	-	-	-	6,673
Travel	-	-	-	-	1,904
Operating services	-	-	-	-	25,366
Operation supplies	-	-	-	-	5,215
Other costs	-	-	-	-	573
Grants to subrecipients	<u>8,000</u>	<u>72,000</u>	<u>85,000</u>	<u>15,000</u>	<u>1,156,638</u>
Total expenses	<u>\$ 8,000</u>	<u>\$ 72,000</u>	<u>\$ 85,000</u>	<u>\$ 15,000</u>	<u>\$ 1,258,125</u>

**NEW ORLEANS COUNCIL ON AGING, INC.**

**STATEMENT OF EXPENDITURES  
FOR JOB TRAINING PARTNERSHIP ACT**

**For the year ended June 30, 2000**

	<u>Administration</u>	<u>Direct Training</u>	<u>Total</u>
Salaries	\$ 8,588	\$ 45,892	\$ 54,480
Fringe benefits	2,395	6,972	9,367
Travel	594	484	1,078
Operating services	1,469	10,911	12,380
Operating supplies	175	40	215
Other costs	<u>345</u>	<u>43,417</u>	<u>43,762</u>
	\$ <u>13,566</u>	\$ <u>107,716</u>	\$ <u>121,282</u>

**NEW ORLEANS COUNCIL ON AGING, INC.**

**STATEMENT OF EXPENDITURES  
OF THE RETIRED SENIOR VOLUNTEER PROGRAM**

**For the year ended June 30, 2000**

	<b><u>For the nine months ending June 30, 2000</u></b>	<b><u>For the three months ending September 29, 1999</u></b>	<b><u>Total</u></b>
Salaries	\$ 48,989	\$ 13,605	\$ 62,594
Fringe benefits	8,096	1,771	9,867
Travel	2,376	131	2,507
Operating services	2,655	1,622	4,277
Operating supplies	659	60	719
Other costs	<u>9,080</u>	<u>71</u>	<u>9,151</u>
	<b><u>\$ 71,855</u></b>	<b><u>\$ 17,260</u></b>	<b><u>\$ 89,115</u></b>



**NEW ORLEANS COUNCIL ON AGING, INC.**

**STATEMENT OF EXPENDITURES  
COMPARED TO BUDGET  
RETIRED SENIOR VOLUNTEER PROGRAM**

**For the three months ended September 29, 1999**

	<u>Budget (Note)</u>	<u>Actual Expenditures</u>	<u>Actual (Over) Under Budgeted Expenditures</u>
Volunteers Support Expenses	\$ 22,464	\$ 17,189	\$ 5,275
Volunteer Expenses	<u>6,970</u>	<u>71</u>	<u>6,899</u>
	\$ <u>29,434</u>	\$ <u>17,260</u>	\$ <u>12,174</u>

**NOTE:** Budget amount represents the total budget for the period September 30, 1998 through September 29, 1999, less actual expenditures for the period September 30, 1998 through June 30, 1999.

**NEW ORLEANS COUNCIL ON AGING, INC.**

**STATEMENT OF EXPENDITURES  
COMPARED TO BUDGET  
RETIRED SENIOR VOLUNTEER PROGRAM**

**For the nine months ended June 30, 2000**

	<u>Budget (Note)</u>	<u>Actual Expenditures</u>	<u>Actual (Over) Under Budgeted Expenditures</u>
Volunteers Support Expenses	\$ 73,914	\$ 62,775	\$ 11,139
Volunteer Expenses	<u>7,525</u>	<u>9,080</u>	<u>(1,555)</u>
	\$ <u>81,439</u>	\$ <u>71,855</u>	\$ <u>9,584</u>

**NOTE:** Budget amount represents the program budget for the period September 30, 1999 through September 29, 2000.

**NEW ORLEANS COUNCIL ON AGING, INC.**

**STATEMENT OF EXPENDITURES  
OF THE SENIOR COMPANION PROGRAM**

**For the year ended June 30, 2000**

	<b><u>For the nine months ended March 31, 2000</u></b>	<b><u>For the three months ended June 30, 2000</u></b>	<b><u>Total</u></b>
Salaries	\$ 36,355	\$ 13,629	\$ 49,984
Fringe benefits	6,260	3,026	9,286
Travel	368	971	1,339
Operating services	3,268	654	3,922
Operating supplies	61	114	175
Other costs	<u>147,117</u>	<u>44,635</u>	<u>191,752</u>
	<u>\$ 193,429</u>	<u>\$ 63,029</u>	<u>\$ 256,458</u>

**NEW ORLEANS COUNCIL ON AGING, INC.**

**STATEMENT OF EXPENDITURES  
COMPARED TO BUDGET  
SENIOR COMPANION PROGRAM**

**For the nine months ended March 31, 2000**

	<b>Budget <u>(Note)</u></b>	<b>Actual <u>Expenditures</u></b>	<b>Actual (Over) Under Budgeted <u>Expenditures</u></b>
Volunteers Support Expenses	\$ 67,585	\$ 46,312	\$ 21,273
Volunteer Expenses	<u>140,171</u>	<u>147,117</u>	( <u>6,946</u> )
	\$ <u>207,756</u>	\$ <u>193,429</u>	\$ <u>14,327</u>

**NOTE:** Budget amount represents the total budget for the period April 1, 1999 through March 31, 2000, less actual expenditures for the period April 1, 1999 through June 30, 1999.

**NEW ORLEANS COUNCIL ON AGING, INC.**

**STATEMENT OF EXPENDITURES  
COMPARED TO BUDGET  
SENIOR COMPANION PROGRAM**

**For the three months ended June 30, 2000**

	<u>Budget (Note)</u>	<u>Actual Expenditures</u>	<u>Actual (Over) Under Budgeted Expenditures</u>
Volunteers Support Expenses	\$ 77,821	\$ 18,394	\$ 59,427
Volunteer Expenses	<u>164,808</u>	<u>44,635</u>	<u>120,173</u>
	<u>\$ 242,629</u>	<u>\$ 63,029</u>	<u>\$ 179,600</u>

**NOTE:** Budget amount represents the program budget for the period April 1, 2000 through March 31, 2001.

**NEW ORLEANS COUNCIL ON AGING, INC.**

**COMPARATIVE STATEMENT OF GENERAL FIXED ASSETS  
AND CHANGES IN GENERAL FIXED ASSETS**

**For the year ended June 30, 2000**

	<u>Balance</u> <u>June 30, 1999</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2000</u>
General fixed assets, at cost:				
Transportation equipment	\$ 26,265	\$ -	\$ (14,095)	\$ 12,170
Furniture and office equipment	<u>125,386</u>	<u>28,340</u>	<u>(85,684)</u>	<u>68,042</u>
Total general fixed assets	\$ <u>151,651</u>	\$ <u>28,340</u>	\$ <u>(99,779)</u>	\$ <u>80,212</u>
Investment in general fixed assets:				
Property acquired with the following funds:				
Title III B-Supportive Services	\$ 62,447	\$ -	\$ (59,964)	\$ 2,483
Title III C-1	14,649	4,606	( 6,060)	13,195
General Fund	28,094	23,734	( 6,199)	45,629
JTPA	12,399	-	( 6,568)	5,831
Corporation for National Services	7,797	-	( 6,893)	904
Department of Transportation	<u>26,265</u>	<u>-</u>	<u>(14,095)</u>	<u>12,170</u>
	\$ <u>151,651</u>	\$ <u>28,340</u>	\$ <u>(99,779)</u>	\$ <u>80,212</u>



NEW ORLEANS COUNCIL ON AGING, INC.

SCHEDULE OF OPERATING TRANSFERS IN AND (OUT)

For the year ended June 30, 2000

	USDA	ACT 735- PCOA	GENERAL FUND	MISCELLANEOUS GRANT	PHILLIP MORRIS	TOTAL
Job Training Partnership Act Program	\$ -	\$ -	\$ 3,561	\$ -	\$ -	\$ 3,561
Title III (C2) Home Delivered Meals Program	213,880	-	-	-	100,000	313,880
Title III (C1) Administration	-	64,064	61,829	-	-	125,893
Senior Center Program	-	-	-	906,800	-	906,800
Audit Funds	-	-	6,883	-	-	6,883
Title III (D) In-Home Services	-	123	-	-	-	123
Miscellaneous Grant Funds	-	-	-	(906,800)	-	(906,800)
UDSA	(213,880)	-	-	-	-	(213,880)
Act 735 - PCOA	-	(64,187)	-	-	-	( 64,187)
General Fund	-	-	(72,273)	-	-	( 72,273)
Phillip Morris	-	-	-	-	(100,000)	(100,000)
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**NEW ORLEANS COUNCIL ON AGING, INC.**

**SCHEDULE OF PRIORITY SERVICES-  
TITLE III, PART B-GRANT FOR SUPPORTIVE SERVICES**

**For the year ended June 30, 2000**

		<b>TITLE III B SUPPORTIVE SERVICES EXPENDITURES</b>	<b>% OF GEOA GRANT</b>
Access (30%):	Information and Assistance	\$ 143,556	
	Outreach	59,234	
	Case management	<u>9,725</u>	
	Total Access expenses	<u>212,515</u>	<u>51%</u>
In-home (15%):	Home repairs and modifications	17,600	
	Homemaker	216,241	
	Personal care	<u>50,120</u>	
	Total In-home expenses	<u>283,961</u>	<u>69%</u>
Legal (5%)	Legal assistance	39,050	<u>9%</u>
Non-priority services		<u>54,890</u>	
	Total III B Supportive Services expenditures	590,416	
Less:	Participant contribution	( <u>45</u> )	
	Title III B-Supportive Services contract	590,371	
Less:	Transfers of contract allotment	( 65,000 )	
	State Homemakers	( <u>111,967</u> )	
	Original grant award, net of additional State Homemakers and transfers of contract allotments	\$ <u>413,404</u>	

**NEW ORLEANS COUNCIL ON AGING, INC.**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

**For the year ended June 30, 2000**

<u>Federal Grantor/Pass Through Grantors/Program Title</u>	<u>FEDERAL CFDA NUMBER</u>	<u>GRANT YEAR ENDED</u>	<u>PROGRAM OR AWARD AMOUNTS</u>	<u>REVENUE RECOGNIZED</u>	<u>FEDERAL EXPENDITURES</u>	<u>PASS- THROUGH FUNDS</u>
<u>Department of Health and Human Services</u> Passed through the Louisiana Governor's Office of Elderly Affairs: Special Programs for the Aging Title III C1 - Area Agency Administrative	93.045	6/30/00	\$ 102,382	\$ 102,382	\$ 102,382	\$ -
Title III B - Supportive Services	93.044	6/30/00	415,212	415,121	415,121	161,660
Title III C1 - Congregate Meals	93.045	6/30/00	288,378	288,378	288,378	-
Title III C2 - Home Delivered Meals	93.045	6/30/00	184,483	184,483	184,483	-
Title III D - In Home Service	93.046	6/30/00	12,914	12,914	12,914	-
Title III F - Frail, Elderly Assistance	93.043	6/30/00	20,537	19,865	19,865	-
Total Department of Health and Human Services					1,023,143	161,660
<u>Department of Agriculture</u> Passed through the Louisiana Office of Elderly Affairs: U.S.D.A. - Cash in lieu of commodities	10.570	6/30/00	275,000	255,814	213,880	-
<u>Department of Labor</u> Passed through the Louisiana Department of Labor: JTPA - Job Training Partnership Act	17.250	9/30/00	118,916	117,721	117,721	-

**NEW ORLEANS COUNCIL ON AGING, INC.**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS - Continued**

**For the year ended June 30, 2000**

<u>Federal Grantor/Pass Through Grantors/Program Title</u>	<u>FEDERAL CFDA NUMBER</u>	<u>GRANT YEAR ENDED</u>	<u>PROGRAM OR AWARD AMOUNTS</u>	<u>REVENUE RECOGNIZED</u>	<u>FEDERAL EXPENDITURES</u>	<u>PASS- THROUGH FUNDS</u>
<b>Department of Housing and Urban Development</b>						
CDGB - Entitlement Grant	14.218	8/31/00	50,000	30,000	30,000	-
<b>Corporation for National Services</b>						
Retired Senior Volunteer Program	94.002	9/29/99	58,582	53,982	14,860	-
Retired Senior Volunteer Program	94.002	9/29/00	81,439	-	31,203	-
Senior Companion Program	94.016	3/31/00	236,793	-	177,205	-
Senior Companion Program	94.016	3/31/01	242,629	-	55,488	-
Total Corporation for National Services				278,756		-
<b>Total Federal Awards</b>				<u>\$ 1,663,500</u>	<u>\$ 161,660</u>	

**NOTE TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

**NOTE A - BASIS PRESENTATION**

The Schedule of Expenditures of Federal Awards is prepared on the accrual basis of accounting. Federal direct programs are identified by Federal Agency. Federal pass-through funds are presented by the entity through which the organization received the Federal financial assistance.

FRANCIS J. CASCIO, CPA  
JAN E. DAVIS, CPA  
STEVEN A. SCHMIDT, CPA

MEMBERS  
AMERICAN INSTITUTE OF CERTIFIED  
PUBLIC ACCOUNTANTS  
SOCIETY OF LOUISIANA CERTIFIED  
PUBLIC ACCOUNTANTS

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS***

The Board of Directors  
New Orleans Council on Aging, Inc.

We have audited the general purpose financial statements of the New Orleans Council on Aging, Inc. as of and for the year ended June 30, 2000, and have issued our report thereon dated November 22, 2000. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

**Compliance**

As part of obtaining reasonable assurance about whether the New Orleans Council on Aging, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance that are required to be reported under Government Auditing Standards which are described in the accompanying schedule of findings and questioned costs as items 2000-1, 2000-2, 2000-3, 2000-4, 2000-5, and 2000-6.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the New Orleans Council on Aging, Inc.'s internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operations that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the New Orleans Council on Aging, Inc.'s ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. Reportable conditions are described in the accompanying schedule of findings and questioned costs as items 2000-7, 2000-8, 2000-9, 2000-10, 2000-11, 200-12, and 2000-13.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe none of the reportable conditions described above is a material weakness.

This report is intended solely for the information and use of the audit committee, management, others within the organization and the federal awarding agencies and pass-through agencies and is not intended to be and should not be used by anyone other than these specified parties.

*Cascio, Davis + Schmidt, LLP.*

Metairie, Louisiana  
November 22, 2000



FRANCIS J. CASCIO, CPA  
JAN E. DAVIS, CPA  
STEVEN A. SCHMIDT, CPA

MEMBERS  
AMERICAN INSTITUTE OF CERTIFIED  
PUBLIC ACCOUNTANTS  
SOCIETY OF LOUISIANA CERTIFIED  
PUBLIC ACCOUNTANTS

**REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE  
TO EACH MAJOR PROGRAM AND INTERNAL CONTROL  
OVER COMPLIANCE IN ACCORDANCE  
WITH OMB CIRCULAR A-133**

The Board of Directors  
New Orleans Council on Aging, Inc.

**Compliance**

We have audited the compliance of New Orleans Council on Aging, Inc. with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended June 30, 2000. New Orleans Council on Aging, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of New Orleans Council on Aging, Inc.'s management. Our responsibility is to express an opinion on the New Orleans Council on Aging, Inc.'s compliance based on our audit.

We conducted our audit of compliance in accordance with generally accepted auditing standards; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about New Orleans Council on Aging, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of New Orleans Council on Aging's Inc.'s compliance with those requirements.

In our opinion, New Orleans Council on Aging, Inc. complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2000.

**Internal Control Over Compliance**

The management of New Orleans Council on Aging, Inc. is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered New Orleans Council on Aging, Inc.'s internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be a material weakness.

This report is intended solely for the information and use of the audit committee, management, others within the organization and the federal awarding agencies and pass-through agencies and is not intended to be and should not be used by anyone other than these specified parties.

*Cassio, Davis & Schmidt, LLP.*

Metairie, Louisiana  
November 22, 2000

**NEW ORLEANS COUNCIL ON AGING, INC.**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**Year ended June 30, 2000**

**A. SUMMARY OF THE AUDITOR'S REPORT**

1. An unqualified opinion was issued on the general purpose financial statements of the auditee.
2. Reportable conditions in internal control were disclosed; however, none were considered material weaknesses.
3. The audit disclosed no instances of noncompliance that were material to the financial statements of the auditee.
4. The statement that reportable conditions in internal control over major programs were disclosed by the audit and whether any such conditions were material weaknesses is not applicable.
5. An unqualified opinion was issued on compliance for major programs.
6. The audit disclosed no findings which are required to be reported under Section 510(a) of Circular A-133.
7. Major programs for the fiscal year ended June 30, 2000 were:
  - Title III B-Supportive Services - CFDA #93.044
  - Title III C2-Home Delivered Meals - CFDA #93.045
  - Title III C1-Congregate Meals - CFDA #93.045
  - Title III C1-Administration - CFDA #93.045
8. The dollar threshold to distinguish between Type A and Type B programs were \$300,000.
9. The auditee did not qualify as a low-risk auditee.

NEW ORLEANS COUNCIL ON AGING, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS - CONTINUED

Year ended June 30, 2000

**B** SCHEDULE OF FINDINGS RELATED TO THE FINANCIAL STATEMENTS

Compliance

New Orleans Council on Aging, Inc.

Questioned  
Costs

2000-1. Budgeting

**Statement of Condition:** The Governor's Office of Elderly Affairs requires that each line item expenditure be within 10% of the approved program budget.

**Criteria:** Each line item expenditure should not exceed the approved budgeted amounts by more than 10%.

**Effect of Condition:** Lack of compliance with the requirements of the Governor's Office of Elderly Affairs.

**Questioned Costs:** Not Applicable.

**Recommendation:** We recommend that the financial statements be monitored to prevent expenditures from exceeding budgeted amounts by more than 10%.

**Response:** See Corrective Action Plan.

STATE FUNDED SENIOR CENTER PROGRAMS

Treme Community Center

2002-2 Van Lease

**Statement of Condition:** The Treme Community Education Program, Inc. leases a 28 passenger bus for \$3,800 per month. The lessee provides the driver, fuel, insurance, routine maintenance and all repairs that do not exceed \$1,500.

**Criteria:** The leasing fee should be reasonable and competitive.

**Effect of Condition:** Costs may be disallowed.

**Questions Costs:** \$3,800/month \$45,600 per year.

\$ 45,600

**Recommendation:** Since the cost of leasing the vehicle for one year approximates the cost of acquiring the vehicle, consideration should be given to purchasing the vehicle outright.

**Response:** See Corrective Action Plan.

NEW ORLEANS COUNCIL ON AGING, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS- CONTINUED

Year ended June 30, 2000

B. SCHEDULE OF FINDINGS RELATED TO THE FINANCIAL STATEMENTS - Continued

Compliance - continued

Ambrose Hubbs Senior Center

Questioned  
Cost

2000-3 Cash Disbursements

**Statement of Condition:** During our tests of cash disbursements, we found that there was no support for three disbursements.

**Criteria:** All disbursements should be supported with vendor invoices.

**Effect of Condition:** Costs may be disallowed.

**Questioned Costs:** Inadequate documentation. \$ 1,312

**Recommendation:** We recommend that all disbursements be supported by vendor invoices.

**Response:** See Corrective Action Plan.

2000-4 Petty Cash

**Statement of Condition:** The support for a check made payable to "Petty Cash" was a store tape for alcoholic items.

**Criteria:** Alcoholic items are not an allowable expense.

**Effect of Condition:** Costs may be disallowed.

**Questioned Costs:** Unallowable expense. \$ 404

**Recommendation:** We recommend that the Senior Center review the types of allowable and unallowable expenses agreed to with the funding agencies.

**Response:** See Corrective Action Plan.



NEW ORLEANS COUNCIL ON AGING, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS - CONTINUED

Year ended June 30, 2000

B. SCHEDULE OF FINDINGS AND QUESTIONED COSTS - Continued

Compliance - continued

Holy Ghost Senior Center

Questioned  
Cost

2000-5 Cash Disbursements

**Statement of Condition:** There are checks make payable to cash and some of these cash payments do not have supporting vendor invoices. Lack of vendor invoices are also lacking for disbursements payable to vendors.

**Criteria:** Checks should not be payable to cash, and every disbursement should be supported with vendor invoices.

**Effect of Condition:** Costs may be disallowed.

**Questioned Costs:** Inadequate documentation \$ 21,630

**Recommendation:** We recommend that checks not be payable to "cash" and that all disbursements be supported by vendor invoices.

**Response:** See Corrective Action Plan.

2000-6 Personnel Costs

**Statement of Condition:** Payroll records consist only of the employee's name and net amount of the check listed in a journal book of disbursements.

**Criteria:** A payroll journal, support for hours worked, and employee earnings records should be maintained.

**Effect of Condition:** The Internal Revenue Service may assess penalties and the funding sources could disallow salary and fringe benefit costs.

<b>Questioned Costs:</b> Salaries	\$ 36,234	
Fringe benefits	<u>3,669</u>	\$ 39,903

**Recommendations:** We recommend that complete payroll records be maintained.

**Response:** See Corrective Action Plan

Total Questioned costs \$ 108,849



**NEW ORLEANS COUNCIL ON AGING, INC.**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS - Continued**

**Year ended June 30, 2000**

**B. SCHEDULE OF FINDINGS RELATED TO THE FINANCIAL STATEMENTS - Continued**

**Reportable Conditions**

**Ambrose Hubbs Senior Center**

**2000-7 Accounting Systems**

**Statement of condition:** The general ledger was inaccurate, a trial balance was not available as of June 30, 2000, and there were no financial statements.

**Criteria:** A complete and accurate general ledger should be maintained and financial statements should be prepared.

**Effect of Condition:** Management lacks the financial information needed to prepare financial statements to safeguard the Center's assets.

**Questions Costs:** Not applicable.

**Recommendation:** We recommend that a complete general ledger be maintained, and financial statements prepared.

**Response:** See Corrective Action Plan.

**2000-8 Corporate Tax Return**

**Statement of Condition:** An annual Return of Organization Exempt From Income Tax (Form 990) is not being prepared for the Ambrose Hubbs Senior Center.

**Criteria:** Non-profit organizations receiving more than \$25,000 annually are required to file Form 990 with the Internal Revenue Service.

**Effect of Condition:** The non-profit organization could be assessed penalties and the Internal Revenue Service could revoke the organization's non-profit status.

**Questions Costs:** Not applicable.

**Recommendation:** We recommend that Form 990 be prepared and filed annually.

**Response:** See Corrective Action Plan.

**NEW ORLEANS COUNCIL ON AGING, INC.**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS - Continued**

**Year ended June 30, 2000**

**B. SCHEDULE OF FINDINGS RELATED TO THE FINANCIAL STATEMENTS - Continued**

**Reportable Conditions - continued**

**Ambrose Hubbs Senior Center**

**2000-9 Cash**

**Statement of condition:** Bank reconciliations have not been prepared.

**Criteria:** Bank reconciliations are needed in order to be certain of the cash position of the Center.

**Effect of Condition:** The Center could be operating without knowing the actual amount of cash available.

**Questions Costs:** Not applicable.

**Recommendation:** We recommend that a bank reconciliation be prepared monthly.

**Response:** See Corrective Action Plan.

**2000-10 Contracts**

**Statement of Condition:** The Center did not have contracts for professional services.

**Criteria:** Governmental funding agencies require contracts for professional services.

**Effect of Condition:** Not in compliance and possible disagreements with professionals providing services.

**Questions Costs:** Not applicable.

**Recommendation:** We recommend that contracts be drawn up with all professional service providers.

**Response:** See Corrective Action Plan.

**NEW ORLEANS COUNCIL ON AGING, INC.**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS - Continued**

**Year ended June 30, 2000**

**B. SCHEDULE OF FINDINGS RELATED TO THE FINANCIAL STATEMENTS - Continued**

**Reportable Conditions - continued**

**Ambrose Hubbs Senior Center**

**2000-11 Minutes**

**Statement of condition:** Board of Directors' minutes were not available.

**Criteria:** Significant financial and operating activities should be discussed and documented in written minutes.

**Effect of Condition:** Lack of compliance with articles and by-laws.

**Questions Costs:** Not applicable.

**Recommendation:** We recommend that Board of Directors' meetings be held and minutes documented.

**Response:** See Corrective Action Plan.

**2000-12 Board of Directors**

**Statement of Condition:** The Senior Center began paying \$50 stipends to Board members in January 2000.

**Criteria:** The Senior Center does not have funds in excess of that needed to operate the Center.

**Effect of Condition:** Senior Center activities are affected.

**Questions Costs:** Not applicable.

**Recommendation:** We recommend that stipend payments be discontinued.

**Response:** See Corrective Action Plan.

NEW ORLEANS COUNCIL ON AGING, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS - Continued

Year ended June 30, 2000

B. SCHEDULE OF FINDINGS RELATED TO THE FINANCIAL STATEMENTS - Continued

Reportable Conditions - continued

Holy Ghost Senior Center

2000-13 Accounting System

**Statement of condition:** The Center's financial records consist solely of a journal book listing disbursements and monthly schedules of disbursements spread to five columnar expenses categories: Salaries, Fringes, Operating Supplies, Operating Services, and Other. There is no Cash Receipts Journal, General Ledger or financial statements.

**Criteria:** A double entry accounting system should be maintained at all times.

**Effect of Condition:** Management lacks the financial information needed to prepare financial statements to safeguard the Center's assets.

**Questions Costs:** Not applicable.

**Recommendation:** We recommend that a complete general ledger and supporting cash receipts and disbursements journal be maintained.

**Response:** See Corrective Action Plan.

C. SCHEDULE OF FINDINGS AND QUESTIONED COSTS RELATED TO FEDERAL AWARDS

There were no findings discovered in the course of my testing during the current fiscal year.

**NEW ORLEANS COUNCIL ON AGING, INC.**

**STATUS OF PRIOR YEAR AUDIT FINDINGS**

**June 30, 2000**

<u>Reportable Conditions</u>	<u>Resolved</u>	<u>Unresolved</u>	<u>Audit Finding Number</u>
New Orleans Council on Aging, Inc. Senior Center contracts	X		
Ambrose Hubbs Senior Center Accounting system		X	2000-7
Corporate Tax Return		X	2000-8

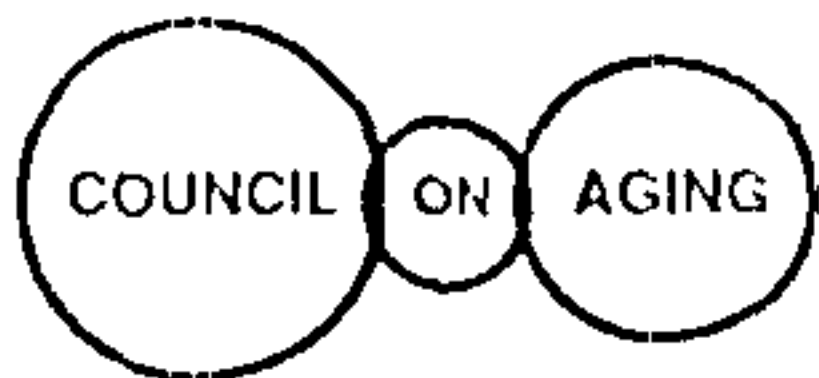
**NEW ORLEANS COUNCIL ON AGING, INC.**

**EXIT CONFERENCE**

**June 30, 2000**

An exit conference was held at the New Orleans Council on Aging, Inc.'s administrative offices on December 21, 2000. In attendance was Howard Rodgers, III, Executive Director, and Board Members, Robert E. Bermudez, Dr. J. T. Hamrick, Clarice T. Kirkland and Dr. Joseph A. Sabatier, Jr.





# NEW ORLEANS COUNCIL ON AGING

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JOSEPH A. SABATIER, JR., M.D.  
*President*

HOWARD L. RODGERS, III  
*Executive Director*

## Corrective Action Plan

### Compliance

#### New Orleans Council On Aging, Inc.

The organization will monitor the financial statements quarterly, and submit a revised budget to the Governor's Office of Elderly Affairs when deemed necessary.

### Senior Centers

#### Inadequate Support and Documentation

We have requested documentation from the Senior Centers for all items questioned by the auditor.

We will forward copies of the documentation to the funding source upon receipt from the Senior Centers.

### Reportable Conditions

#### Current Year Audit Findings

Management of the New Orleans Council On Aging, Inc. will obtain a response from the Senior Centers on which audit findings were reported and forward such response to the Legislative Auditor.

#### Status of Prior Year Audit Findings

<u>Findings</u>	<u>Resolved</u>	<u>Unresolved</u>	<u>Current Year Findings No.</u>
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#### New Orleans Council On Aging

Senior Center Contracts	X		
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#### Ambrose Hubbs Senior Center

Accounting System	X		2007-7
Preparation of Form 990	X		2000-8